

**DEPARTMENT OF WORKFORCE
DEVELOPMENT**

Secretary Jennifer Alexander
201 East Washington Avenue
P.O. Box 7946
Madison, WI 53707-7946
Telephone: (608) 266-7552
FAX: (608) 266-1784



**State of Wisconsin
Governor Scott McCallum**

**DEPARTMENT OF HEALTH AND
FAMILY SERVICES**

Secretary Phyllis Dubé
1 West Wilson Street
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 266-9622
FAX: (608) 266-7882

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

**FROM: Amy Mendel-Clemens
CARES Call Center
Policy & Systems Communications Section**

BWP/BIMA OPERATIONS MEMO

No.: 02-74

File:

Date: 12/30/2002

Non W-2 [X] W-2 [X] CC [X]

PRIORITY: High

**SUBJECT: Changes To Procedures For Entering Information About Race And
Ethnicity In CARES; Related Policy Guidance**

EFFECTIVE DATE: January 6, 2003

PURPOSE

This memo will describe the new standards for collecting and reporting race and ethnicity data for federal statistics and the CARES screen redesign, screen flow changes, and other system changes related to the new race and ethnicity categories.

BACKGROUND

Accurate information about the race and ethnicity of program clients is vital to ensuring that programs are providing services equitably to all Wisconsin residents. Furthermore, many programs that receive federal funding are required to report client race and ethnicity data to the federal departments that administer that funding. Although clients cannot be required to provide race and ethnicity information, making every effort to collect it from them at time of program enrollment is critical to maintaining both program quality and compliance with federal regulations.

A 1997 Office of Management and Budget (OMB) circular established new standards for collecting and reporting race and ethnicity data for federal statistics. Individual federal departments, including those to which BWP programs report, have since issued further guidance for applying the OMB standards to the programs under their purview. Although these

regulations do not impose new requirements to collect and report race and ethnicity information, they do mandate that any collection and reporting already required conform to the new standards by January 1, 2003.

The new federal standards include the following key provisions:

1. Whenever feasible, race and ethnicity should be collected separately.
2. If race and ethnicity are collected separately, the ethnicity question is to be asked first.
3. The minimum categories for collecting and reporting ethnicity are:
 - *Hispanic or Latino*
 - *Not Hispanic or Latino*
4. The minimum categories for collecting and reporting race are:
 - *American Indian or Alaska Native*
 - *Asian*
 - *Black or African American*
 - *Native Hawaiian or Other Pacific Islander*
 - *White*
5. Clients must be given the option of selecting more than one racial designation.
6. There is no provision for “unknown,” “other,” or any other indeterminate category.

PROCEDURE

The CARES system is being redesigned to comply with these new federal standards. The system will pose separate questions about race and ethnicity, pose the ethnicity question first, and pose both questions using the categories specified above. The system will also permit multiple racial designations, but will not permit entry of “unknown” or “other” as either ethnic or racial designations. CARES will provide a means by which information about clients who choose not to indicate an ethnicity or race can be recorded as “not reported,” but only after the system has issued an additional warning prompt for the user to enter a recognized race or ethnicity designation.

This operations memorandum provides more detailed descriptions of the ethnicity and race categories and describes the CARES screen redesign, screen flow changes, and other system changes related to the new race and ethnicity categories in greater detail.

CARES CHANGES

The race codes that were in the CARES database have been converted to correspond with the new ethnicity and race fields. Because, in the past, only one choice of race or ethnicity could be selected per individual, the worker will now need to add the rest of the codes when the person next comes in for services.

The race code has been removed from:

CRIR, CRPC, and CREF in client registration;
WPEN, WPFO, WPIL, and WPML in work programs; and
AIPC, ANID, AQIE, and AQIP in application entry.

A new ethnicity field on CRIR and ANID has replaced the former race field, and new screens CRRE in client registration and AIRE in application entry have been added to capture the race information using the new categories.

These new screens permit entry of multiple combinations of ethnic background and racial identification for each participant. For example, if a client is of Hispanic or Latino cultural background but also identifies with two different racial backgrounds, the information gathered on the screens will reflect this combination of identities.

If race information is omitted from CRRE or AIRE (that is, if at least one race category is not marked "Y" either by the worker or by the system automatically from history), an informational message will appear when the ENTER key is pressed and advise the worker how to proceed. [Note: effective January 27, 2003, a similar informational message will appear if ethnicity information is omitted from CRIR or ANID.]

CLIENT REGISTRATION FOR ELIGIBILITY AND NON-ELIGIBILITY PROGRAMS

Client Registration information on ethnicity (on CRIR) or race (on CRRE) entered for the primary person goes directly to screen WPWC for work programs (non-eligibility) or to application entry for eligibility programs. If ethnicity information has previously been entered for this participant but is left unanswered during the current encounter, the information already in the database for that participant will be carried over to ANID and/or WPWC.

For non-eligibility programs, WPWC is not updateable. If incorrect information has been entered, a new RFA must be filled out to correct it.

On CRIR (and on ANID), the ethnicity question is a single yes-or-no question asking whether the participant is of Hispanic or Latino cultural heritage.

CRIR		INDIVIDUAL DEMOGRAPHICS				12/20/02 09:49			
AGENCY: 40						XCTA33 K MILLER			
RFA NUMBER: 1700291319		RFA DT: 12 04 02		STATUS: PROCESSED					
DC FIRST	MI LAST	SUF	SSN	DOB	S	H S P E	AKA		
DOLLY	DOLLHOUSE		368 99 8574	01 01 1940	F	Y	N		
NEXT TRAN: _____		PARMS: 1700291319_____							

For new RFAs the race fields will initially be blank. However, for participants known to CARES the CRRE screen will populate race codes from history because this screen comes up after the clearance process is completed for the PIN.

CRRE		COLLECT RACE INFORMATION				12/17/02 15:17			
AGENCY: 40 RFA : 1700291319		WORKER: XCTA32		XCTA33 K MILLER					
SC	FIRST	LAST	SAME	RACE					
			AS	AMR IND/	BLACK/	HAWAIIAN/			
			PP	ALASKAN	ASIAN	AFRICAN AMR	OTHR	PACIFIC ISL	WHITE
	DOLLY	DOLLH	N	N	N	Y	Y		
PF24 - PROCESS RACE INFO									
NEXT TRAN: _____		PARMS: 1700291319_____							

Application Entry

For application entry, ethnicity and race information is pre-filled from that entered in client registration for the primary person. If the ethnicity question was left blank on CRIR but the person is known to CARES, ethnicity information already in the database will appear on ANID.

For additional case members, the worker must fill out each participant's ethnicity information on ANID and race information on AIRE. For race information on AIRE this can be done either by indicating that the additional case member's information is the same as the primary person or, if appropriate, by entering different information specific to that case member on the line for that member.

- A "Y" in the Same as Primary Person (PP) column will auto-fill the row of race information for that additional case member to be the same as the information entered for the primary person.
- If the additional case member is of a different race than the primary person, a worker need only enter a "Y" under the appropriate category or categories on that case member's line; the program will auto-fill the remaining categories with "N" once the worker presses ENTER.

Example 1: An informational message appears if race information is omitted.

```

ANID                INDIVIDUAL DEMOGRAPHICS (1 OF 3)                12/20/02 09:53
CASE: 1700291319    WORKER: XCTA32    XCTA33 K MILLER
LAST UPDATED: 12 17 02    CASE STATUS: OPEN    CASE MODE: ONGOING

DC NUM    FIRST    MI    LAST    SUF    SSN    VL    DOB    VR S S K
-----
01 DOLLY    _    DOLLHOUSE    _    368998574 C 01011940 BC F Y N
02 JANE    _    DOLLHOUSE    _    358665874 C 01011999 BC F _ N
_
_
_

-----INDIVIDUALS-----
01 DOLLY D (PP )    02 JANE D ( )
NEXT TRAN: _    PARS: 1700291319_

```

```

AIRE                COLLECT RACE INFORMATION                12/20/02 09:19
AGENCY: 40    CASE : 1700291319    WORKER: XCTA32    XCTA33 K MILLER

SC    FIRST    LAST    SAME    ----- RACE -----
AS    AMR IND/    BLACK/    HAWAIIAN/
PP    ALASKAN    ASIAN    AFRICAN AMR    OTHR PACIFIC ISL    WHITE

01 DOLLY DOLLH    N    N    N    Y    Y
02 JANE DOLLH    _    _    _    _    _

----- INDIVIDUALS -----
01 DOLLY D (PP )    02 JANE D ( )

PF24 - PROCESS RACE INFO
NEXT TRAN: _    PARS: 1700291319_

BRX - NO RACE INFO IS ENTERED. PRESS PF24 TO PROCESS

```

Example 2: A “Y” in the same as Primary Person (PP) column auto-fills the row of race information for additional case members with the same information as is entered on the first line for the primary person.

AIRE		COLLECT RACE INFORMATION						12/20/02 09:34			
AGENCY: 40		CASE : 1700291319		WORKER: XCTA32		XCTA33 K MILLER					
SC	FIRST	LAST	SAME AS PP	AMR ALASKAN	IND/ ASIAN	BLACK/ AFRICAN	AMR	HAWAIIAN/ OTHR	PACIFIC	ISL	WHITE
01	DOLLY	DOLLH		N	N	N		Y			Y
02	JANE	DOLLH	Y	—	—	—		—			—

----- INDIVIDUALS -----

01 DOLLY D (PP) 02 JANE D ()

PF24 - PROCESS RACE INFO

Example 3: Where an additional case member’s race information is different from that of the primary person, entry of “Y” in the appropriate race field(s) is sufficient; the program will auto-fill the rest of the fields with N’s when the worker presses Enter or PF 24.

AIRE		COLLECT RACE INFORMATION						12/20/02 09:34			
AGENCY: 40		CASE : 1700291319		WORKER: XCTA32		XCTA33 K MILLER					
SC	FIRST	LAST	SAME AS PP	AMR ALASKAN	IND/ ASIAN	BLACK/ AFRICAN	AMR	HAWAIIAN/ OTHR	PACIFIC	ISL	WHITE
01	DOLLY	DOLLH		N	N	N		Y			Y
02	JANE	DOLLH			Y	—		Y			Y

----- INDIVIDUALS -----

01 DOLLY D (PP) 02 JANE D ()

PF24 - PROCESS RACE INFO

NEXT TRAN: _____ PARMS: 1700291319_____

ETHNICITY AND RACE CATEGORY DEFINITIONS

Ethnicity

Hispanic or Latino. The ethnicity question asks solely whether or not a person is of "Hispanic or Latino" culture or origin--that is, a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, *regardless of race*. The standards do not permit a multiple response that would indicate an ethnic heritage that is both “Hispanic or Latino” and “Not Hispanic or Latino.”

Race

Under the new policy, respondents must be given the option of selecting *one or more* of the following five racial categories:

American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

CONTACTS

BIMA CARES Information & Problem Resolution Center

Email: carpolcc@dwd.state.wi.us
Telephone: (608) 261-6317 (Option #1)
Fax: (608) 266-8358

Note: Email contacts are preferred. Thank you.